

Director of Veterans Affairs

Duties:

1. Assist veterans in accessing benefits that include:
 - Health care
 - Compensation for service-connected disabilities
 - Employment and Vocational Rehabilitation
 - Education benefits
 - Pensions
 - Aid and Attendance for veterans and survivors who are eligible---this includes nursing home care.
 - VA mortgages
 - Burial and Survivor benefits
2. Review death certificates and discharges for possible service-connected causes of deaths. Upon receipt of these death certificates from area funeral homes, complete paperwork to process death benefit from the county. All paperwork is then given to Accounts Payable, in the Commissioners' Office.
3. Maintain the county Veterans' Burial Data base. This activity is more than data entry. Based on the veteran's DD-214, a sentence or two should be added to recognize his/her service.
4. Order and keep a supply of American-made flags for Memorial Day. All cemeteries are given flags yearly courtesy of the Commissioners for Memorial Day. Cemetery Associations stop by for flags starting mid-April. A supply of flag holders for each conflict also needs to be on-hand.
5. Process county veterans' discount cards through Sheriff's office. Maintain and seek new businesses to offer discounts to veterans through this program. Veteran must show DD-214 for eligibility. This intake is another opportunity to screen veterans for benefits.
6. Represent county at various veterans' programs, functions, parades and military holidays. Oftentimes these events require speeches and may occur on evenings or weekends.
7. Plan and execute annual county Flag Day ceremonies on June 14.
8. Attend yearly training in Grantville/Hershey for state County Directors of Veterans Affairs. This training takes place in September.

Helpful Skills:

1. Prior counseling experience, military or civilian.
2. Administrative; accounting (responsible for department budget); processing paperwork.
3. Computer Skills: Word and Excel. Ability to learn and implement new programs. (VA is going paperless.)
4. Public speaking. Will be required to speak at Veterans' events.
5. Empathetic listening. All veterans are not entitled to all programs. (You should know how to say **NO** and still make the veteran aware that his/her service is appreciated.)

Job Particulars

Currently the Director of Veterans Affairs is a part-time position not to exceed 1,000 hours annually. Hourly rate of \$ 15.00 per hour, time sheet to be submitted bi-weekly, no benefits except those that apply to part-time employees per Employee Policy Manual.

Current office schedule hours are Tuesday, Wednesday, and Thursday, approx 4 to 6 hours per day; The 1st and 3rd Wednesday's of the month I conduct veterans' outreach at the Hamlin Senior Center. The 2nd and 4th Wednesdays' I do outreach at the Hawley Senior Center.

Veterans' Affairs Office is in the Employment and Training Center building on 314 Tenth Street. Facility is handicapped accessible with free parking outside for customers.